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WAR FOOD ADMINISTRATION  
OFFICE OF DISTRIBUTION  
Washington 25, D. C.

May 1, 1944

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. A-4

To: All Divisions and Sections, Special Commodities Branch  
From: H. C. Albin, Chief, Special Commodities Branch  
Subject: Communications

PART I - GENERAL CORRESPONDENCE

Correspondence issued by this Branch shall be prepared in accordance with the Department of Agriculture Style Manual and the FDA Supplement Style Manual. These manuals contain detailed instructions for preparing letters, memoranda, and telegrams.

The regulations given below pertain to the signature and approval of correspondence issued by or originating within the Branch.

A. Signature

1. For the signature of the Administrator or Staff
  - a. Correspondence addressed to the President, members of the Cabinet, and members of the Supreme Court.
  - b. Correspondence relating to the over-all policies of the War Food Administration.
  - c. Replies to incoming correspondence covered by a yellow jacket (Form P & O-78).
2. For the signature of the Director of Distribution or Staff
  - a. Correspondence addressed to Congressmen, heads of other departments, agencies and bureaus of the U. S. Government, the Solicitor, the War Food Administrator, the Secretary of Agriculture, Governors of States, foreign Food Missions, and embassies and legations.
  - b. Correspondence relating to over-all policies of the Office of Distribution, or other matters for which the sole responsibility has not been clearly delegated to this Branch.
  - c. Replies to incoming correspondence covered by a green jacket (Form ASD-20).
3. For the signature of the Chief of the Branch
  - a. Interdepartmental or inter-agency correspondence with organizational units on a comparable level with the Branch, when such correspondence concerns routine operations and does not involve either policy determination or policy interpretation.

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- b. Routine correspondence to legations and embassies.
  - c. Memoranda addressed to the Director or staff, and to chiefs of other branches or divisions on the branch level.
  - d. Correspondence involving the over-all policies of the Branch, or pertaining to the work of more than one division.
  - e. Branch procedural instructions concerning the operations of more than one division.
  - f. Correspondence of a controversial nature and other correspondence considered to be of sufficient importance by the division chiefs.
  - g. Memoranda to Regional Directors (except those memoranda that division chiefs are authorized to sign.).
4. For the signature of the Division Chief or designated Representative
- a. Such correspondence as is necessary for the efficient operation of the Division, within the limits imposed by the preceding paragraphs.
  - b. Routine correspondence to organizational units of other branches or divisions on a branch level. (To be addressed to the head of the organizational unit, attention of the person concerned).
  - c. Memoranda to Regional Offices, on subjects relating to the daily activity of the division. (To be addressed to the Regional Director, attention of the person concerned).
5. For the signature of authorized representatives

The Division Chief may designate persons within his division to sign correspondence. Such authorization must be specific and must be approved by the Chief of the Branch.

Within the limits of their specific authorizations, the following Branch representatives may sign correspondence:

- a. Order Administrators
- b. Liaison Representatives
- c. Commodity Representatives
- d. Government Chairmen of Food Industry Advisory Committees
- e. Administrative Officer
- f. Section Chiefs